

ABC Licensee Resources

Virginia ABC Retail Licensee Guide

This is an easy-to-use guide to assist managers and employees in understanding Virginia's alcohol-related laws. It outlines the role of Virginia ABC and the different types of licensees. It also covers ABC violations such as sales to minors, prohibited conduct, restricted hours, employment practices, advertising, general license issues and record keeping. The guide is available at no charge through the ABC Public Affairs Office by calling (804) 213-4418. You can also download it off the ABC Web site at www.abc.state.va.us/enforce/abcguide.htm.

Prevent Underage Sales:

Virginia's Alcohol Laws-Training Video

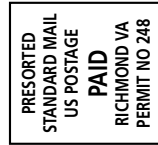
All licensees are encouraged to use "Prevent Underage Sales: Virginia's Alcohol Laws" as part of their in-house training program. It includes a 20-minute video along with a training packet full of resources for managers to teach new and experienced servers and sellers. Managers can use this packet to reinforce key messages from Training For Intervention ProcedureS (TIPS), Responsible Sellers & Servers: Virginia's Program (RSVP) and similar programs. You can download the printed sections of the packet from the ABC Web site. New licensees can receive a copy from their special agent or e-mail at education@abc.state.va.us or call (804) 213-4688.

Point-of-Purchase Stickers

These stickers will help your server or seller determine if someone is the legal age to purchase alcohol. They are also helpful for determining legal age for tobacco sales. The stickers may also discourage minors who are thinking about purchasing alcohol or tobacco. These popular stickers are available in English and Spanish and are mailed to establishments each December. Contact ABC's Public Affairs Office at (804) 213-4418 for more information.

Brochures and Other Resources

You can order brochures, bookmarks, posters and litterbags on a variety of topics including blood alcohol content, fake IDs and underage drinking. These materials are available at no charge and are great for managers, servers/sellers and the general public. To learn more about the selection, download an order form at www.abc.state.va.us/education or send an e-mail to education@abc.state.va.us or call (804) 213-4688.



ABC
VIRGINIA DEPARTMENT OF
ALCOHOLIC BEVERAGE CONTROL
ABC Education Section
2901 Hermitage Road
PO Box 27491
Richmond, VA 23261

Summer 2004 Schedule



**Training designed for
sellers and servers in
Virginia's ABC licensed
establishments**

*Sponsored by the Virginia Department
of Alcoholic Beverage Control*

Sellers and Servers are Key in Preventing Underage Sales

The reputation of a licensed establishment rests on the people who deal directly with the customers: the sellers and servers. Whether you work at a grocery store, convenience store, specialty store, restaurant, hotel or bar, you play a vital role in promoting responsible sales and consumption of alcoholic beverages. You are on the front lines working with the public and making sure that the laws, rules and regulations are followed and enforced.

RSVP: Designed for Virginia Sellers and Servers

Virginia ABC introduces a new training to help sellers and servers become more responsible and to better understand ABC laws, rules and regulations. Responsible Sellers and Servers: Virginia's Program (RSVP) is a three-hour class designed specifically for Virginia's on- and off-premise licensees led by a team of ABC Special Agents.

RSVP teaches employees how to prevent sales to minors and intoxicated customers, how to spot fake identifications, how to document alcohol-related incidents and much more. RSVP participants will also learn about the laws and administrative regulations that govern alcohol sales and consumption in Virginia.

RSVP will take place at ABC regional offices and other meeting facilities throughout Virginia. Participants are encouraged to get directions to the trainings on the ABC Web site at www.abc.state.va.us/education. It is recommended that RSVP participants be at the training at least 15 minutes prior to the scheduled starting time.

RSVP is developed by the Virginia Department of Alcoholic Beverage Control for licensees in Virginia. It is geared for sellers and servers of alcohol and not designed nor intended to replace any of the TIPS (Training for Intervention ProcedureS) curriculums offered through Health Communications, Inc. or other similar seller/server programs.

2004 Summer Schedule

HAMPTON REGION

June 16 – 9:30 a.m. to 12:30 p.m.
Hampton ABC Regional Office
4907 West Mercury Boulevard

July 14 – 9:30 a.m. to 12:30 p.m.
*Franklin, Va. (not Franklin County)

August 11 – 9:30 a.m. to 12:30 p.m.
*Williamsburg

September 22 – 9:30 a.m. to 12:30 p.m.
*Suffolk

CHESAPEAKE REGION

June 21 – 9:30 a.m. to 12:30 p.m.
Chesapeake ABC Regional Office
1103 South Military Highway

July 19 – 1 p.m. to 4 p.m.
Chesapeake ABC Regional Office

August 16 – 9:30 a.m. to 12:30 p.m.
Chesapeake ABC Regional Office

September 20 – 1 p.m. to 4 p.m.
Eastern Shore of Va. Chamber of
Commerce, 19056 Parkway Dr, Melfa

ALEXANDRIA REGION

June 30 – 9 a.m. to 12 p.m.
Alexandria ABC Regional Office
501 Montgomery Street

July 28 – 9 a.m. to 12 p.m.
Alexandria ABC Regional Office

August 25 – 9 a.m. to 12 p.m.
Alexandria ABC Regional Office

September 29 – 9 a.m. to 12 p.m.
Alexandria ABC Regional Office

ROANOKE REGION

June 22 – 10 a.m. to 1 p.m.
Roanoke DEQ Conference Room
3019 Peters Creek Road

July 27 – 10 a.m. to 1 p.m.
Southwest Virginia Higher
Education Center, Abingdon

August 24 – 10 a.m. to 1 p.m.
Roanoke DEQ Conference Room
3019 Peters Creek Road

September 21 – 10 a.m. to 1 p.m.
Donaldson Brown Center, Va. Tech
Blacksburg

LYNCHBURG REGION

June 15 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
Lynchburg Regional Office,
20353-A Timberlake Rd.

June 16 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
Old Train Station, Farmville

July 20 – 9 a.m. to 12 p.m.
South Hill Police Department
Conference Room

August 11 – 9 a.m. to 12 p.m.
Danville Community College

September 22 – 9 a.m. to 12 p.m.
Henry County Emergency Services
1024 Dupont Road, Martinsville

RICHMOND REGIONS

June 1 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
*Richmond

July 7 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
*Richmond

August 11 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
*Richmond

September 15 – 9 a.m. to 12 p.m.
and 1 to 4 p.m. (two sessions)
*Richmond

STAUNTON REGION

June 9 – 9 a.m. to 12 p.m.
Lord Fairfax Community College,
Middletown

July 8 – 9 a.m. to 12 p.m.
Lord Fairfax Community College,
Fauquier Campus, Warrenton

August 11 – 9 a.m. to 12 p.m.
James Madison University
CFW Room, Harrisonburg

September 14 – 9 a.m. to 12 p.m.
Augusta County Government
Center Board Room, Verona

** In listings where the site is not specified, participants will be notified of training sites after registering.*

Registration Form

Register On-line!

You are strongly encouraged to register on-line if you have access to a computer. You will receive an automatic e-mail that will confirm your spot in the class and you will also receive directions and parking instructions to the training site. Visit the ABC Web site at www.abc.state.va.us for more information.

Name _____

Business _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

RSVP Training Location _____

RSVP Training Date and Time _____

If you do not have access to a computer, you can register with the attached form. Mail it to: Virginia Department of Alcoholic Beverage Control, RSVP/Education Section, PO Box 27491, Richmond, VA 23261-7491

There is no cost for RSVP, but you are strongly encouraged to register two weeks prior to the class to allow organizers time to order support materials. If you register and find that you cannot attend the training, consider sending someone in your place. If you must cancel, call Virginia ABC at (804) 213-4688.

Space is limited!

It is recommended that each business register no more than five people. We realize that the scheduled classes will fill up quickly and some businesses will want to send more than five staff members to one class. If you are interested in training a large number of staff, contact your agent, regional ABC office or send an e-mail to education@abc.state.va.us. Additional classes may open based on demand and agent availability. Check the ABC Web site at www.abc.state.va.us for updates and more information.